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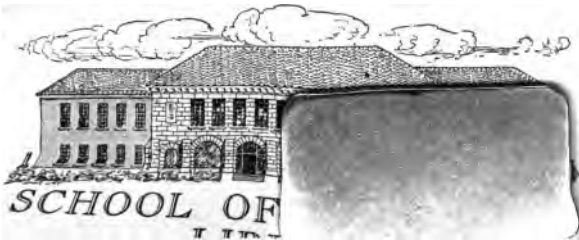
SCHOOL EFFICIENCY MONOGRAPHS

RECORD FORMS FOR  
VOCATIONAL SCHOOLS

EATON



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VOCATIONAL SCHOOLS**

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**SCHOOL EFFICIENCY MONOGRAPHS**

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# RECORD FORMS FOR VOCATIONAL SCHOOLS

BY **JOSEPH J. EATON, S.B.**  
DIRECTOR OF INDUSTRIAL ARTS AND  
VOCATIONAL EDUCATION  
YONKERS, NEW YORK



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## PREFACE

**T**HIS monograph has been reviewed and many valuable changes and additions have been incorporated in it by Mr. James F. Clinnin, C.P.A., who is in fact practically a co-author.

The originals of all record forms used for illustration are the work of Mr. Thomas Svack, Assistant Instructor of Mechanical Drawing in the Saunders Trades School, Yonkers, New York.

Grateful appreciation is expressed to Dean Herman Schneider of the University of Cincinnati, to Mr. Wesley O'Leary, Director of Essex County Vocational Schools, New Jersey, and to several others who have read the manuscript and have made valuable suggestions.

JOSEPH J. EATON



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**RECORD FORMS FOR  
VOCATIONAL SCHOOLS**



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I

INTRODUCTION

**E**FFICIENCY, which in the case of all industrial operations means preparedness and standardization, ought to be required of a vocational school as strictly as it is now demanded in modern business. The student not only must be taught how to turn out his work efficiently, but also must be trained properly to record and control the work of the shop in order that production may be facilitated in every way, while at the same time a close watch is kept on the cost of each operation.

We must not, of course, lose sight of the fact that the shops of such an institution, though producing marketable articles, are operated essentially as a school and therefore must concede much to the need of the student form of reports and records found in the average classroom. In some schools, as in many business houses, all details in connection with the institution are kept in the mind of the man in charge. The disadvantages of this "slapstick" method are too obvious to require demonstration. Contrasted with the school run in this fashion, and equally inefficient, is the institution where an office force nearly as large as the teaching staff is kept constantly at work tabulating and filing a multitudinous collection of details of varying importance. This latter condition generally occurs where a management that knows little, if anything, about efficient systematic methods of arrangement or recording permits the members of the staff to work out their own ideas in the respective departments, without any relation to each other's methods or the final



## RECORD FORMS FOR VOCATIONAL SCHOOLS.

assembling of the various units into one comprehensive whole.

The useless detail work of over-systematizing adds greatly to the overhead burden, usually large enough, swelling it out of all proportion to any value obtained. In some schools so much "paper work" is demanded of instructors that regular class work is, of necessity, greatly slighted. Often under this method, either through lack of time or because of lack of value, reports that took precious time to compile are filed away carelessly and never used. The acme of efficiency is to have and to use only those forms necessary to produce a given result, and to cut away all non-essential and useless appendages. No greater cause for irritation can be given a teacher than that of requiring him to fill in report blank after report blank, sometimes when he can least afford the time, often when he must even interrupt his class work to comply with the requirements of an inefficient management.

It may be added that the system of records, criticisms, and reports tabulated in this monograph is based upon the author's twenty years of practical work in vocational schools and the fourteen years' experience of Mr. James F. Clinnin in the commercial field, as certified public-accountant and efficiency engineer specializing in factory work.

The question of records for all vocational schools is too comprehensive to be covered in general terms; there are vocational schools maintained by the federal government and by some state governments, others maintained by private capital, and those conducted as a part of the public school system. It is with the third class of schools that this monograph is specifically concerned. Those of the federal or state governments and those of private investments, while they have many of the requirements and use

## INTRODUCTION

many of the forms of schools conducted as an integral part of the public school system, would need to amplify or modify the forms suggested in accordance with the varying conditions surrounding them, the scope of their operations, and the field for the marketing of their product.

The matter of the disposal of the manufactured products of the school shops is one that should be given careful consideration. In most vocational schools the pupils make articles that are of real commercial value, and practically the entire product of the shops may be placed on the market or used by the department of education or the several other departments of the municipal government. Where most of the product is taken up by the city government, orders for articles should be furnished by the department of education and a fair market value should be placed upon them. When the order is executed and delivery is made as directed, the vocational school should receive credit at the agreed value and the receiving department should be charged, just as it would be had the purchasing department found it necessary to go into the open market for articles. When this procedure is followed the department of education may readily determine the actual net cost of maintaining the vocational schools and the desirability of extending such form of instruction. Under any other method the cost of maintenance is represented by the total amount expended, without considering the return in manufactured product made to the department of education itself, or to other departments of the municipality for which orders have been handled. These orders may have been for fixed or expendable equipment, supplies, repairs, etc. The proper recording of such earnings may be made a part of the permanent general records of the department of education. If preferred, an auxiliary set of records

## RECORD FORMS FOR VOCATIONAL SCHOOLS

may be kept in the office of the director of the vocational school; a summary of these records may be furnished the department of education at stated intervals, from which transfers may be made to their records or the results incorporated in the reports made by them to the municipal authorities. While it is possible to carry these results as an auxiliary record, they should properly form a part of the permanent record.

At any rate, however the records are kept, as long as the schools are a part of the public school system we must not lose sight of the self-evident fact that the pupil and his interests must take precedence. If he does not receive first consideration in any school supported by public funds, then the intention of the public in installing and supporting the school has been defeated, and it would probably be far better for the pupil to be placed at work in a shop instead of continuing in the school.

This monograph does not attempt to present arguments in favor of the establishment and maintenance of public all-day vocational schools, though there should be little question of their necessity and desirability; for, even though they do not furnish all the trade training that is often claimed for them, it must be admitted that they do help to supply a background for the acquisition of academic knowledge — a background which cannot be found in the traditional schools — and thus both offer an incentive for study and, in part, supply a substitute for the multiplex experiences of real life.

The background of training and education and the progress made by each pupil should all be a matter of record. As he is the subject about which the whole structure is builded, we first consider in the following pages the forms and records of the pupil.

Next in importance, but seldom recorded, are the facts

## INTRODUCTION

relating to the instructors. It would seem wise for each school to keep, in accessible form, a permanent record of each instructor employed. Before an instructor is engaged his fitness is usually determined by his previous experience and training; the facts ascertained should be recorded. His other qualifications are investigated; most of this information also may be standardized and so recorded that it would prove helpful in deciding future advancement or changes of position within the school or elsewhere.

Financial and shop-operating forms come next. A school budget for each teacher is highly desirable, especially in the shops. It means less waste of material, a more definite understanding of values, and the necessity for planning work for the future, all of which makes for definiteness and progress. In this respect let us at once go on record as believing that the only limit to individual pupil cost should be that set by the pupils' needs and requirements. Experience, and that rarer commodity, common sense, are of great help in planning a budget; its preparation has often helped an instructor to devise new outlets for the pupils in their practice work, with an increase in the richness of their experiences; furthermore, a budget always helps in cutting down expenses.

Records of work on the buildings and the grounds about the school, while of less importance, are of some value; this will prove true when changes or additions are to be made, for the authorities in charge of financial affairs always require an estimate of the probable cost before they give their consent and approval.

If the power plant of the school is used for educational purposes, — and it should in all cases be so used, — many of the records on heating, lighting, and ventilation may be kept by the school.

## RECORD FORMS FOR VOCATIONAL SCHOOLS

To the records already mentioned we may add the following: details for the annual reports and for reports to the city, the state, and the federal government. It would very much simplify matters if all these latter reports could be made more uniform. We know, of course, that the various authorities use their reports for different purposes; yet a study of what is demanded shows that modification could easily be made, with a consequent saving in time for the individual schools and without impairing the utility and effectiveness of any of the reports.

The following is a list of the forms deemed necessary; some of these are for permanent records and others for temporary use only, a difference which does not necessarily mean difference in importance:

### I. PUPIL'S RECORD FORMS

#### A. *Permanent*

1. Matriculation and progress: history before entering school and while in school
2. Attendance: daily report on absence and tardiness, follow-up notices to parents
3. Reports to parents

#### B. *Temporary*

- 4A-4G. Absence postal and follow-up notices for delinquents (this includes the record of conduct)
5. Alumni records: history after leaving school
- 6A-6C. Inter-class memoranda: tardy pass, notice to instructors of change in pupil's program and check list to prevent skipping
7. Notice of loss or breakage, with invoice attached
8. Tool memorandum receipt

## INTRODUCTION

In addition to the foregoing, the shop time cards may be used as a further record, but as the results of the shop work are reflected by the report card, Form No. 1, the time card is listed under the operating forms.

### II. INSTRUCTOR'S RECORD

9. Professional status: general training, experience, licenses and degrees, membership in educational societies, publications, personal appearance, age; in the school (by years) — health, disciplinary power, lesson preparation, form and method of presentation, influence on pupils, relations with rest of faculty

### III. SUPPLIES AND MAINTENANCE RECORDS

10. Budget by class or department
11. Requisition for purchase of materials, supplies, etc.
12. Requisition on stock department for materials, supplies, etc., as required by instructors
13. Inventory record
14. Missing property report
15. Register of materials, supplies, expenses, etc.
16. Stock record
17. Weekly requisition for school supplies

### IV. SHOP PRODUCTION RECORDS

18. Estimate on work — for instructors
19. Order forms: order register, order acknowledgment, shopwork orders, work envelope, and cost record
20. Time card
21. Special instruction notice
22. Disposition of product
23. Invoices

## RECORD FORMS FOR VOCATIONAL SCHOOLS

24. Follow-up cards for orders

25. Patterns and castings

### V. BUILDING AND GROUNDS RECORD

26. Conditions during year: repairs, cleanliness, toilets, lighting, heating, ventilation, extensions or additions, grounds

### VI. 27. POWER-PLANT RECORD

### VII. 28. COST AND PRODUCTION RECORD

### VIII. FORMS FOR REPORTS REQUIRED OF THE SCHOOL

Annual report records

City report records

State report records

Federal report records

This list may appear to be rather formidable at the first reading, but a careful analysis will show that comparatively little labor is demanded of instructors, and that the greater part of the work can easily be done in the office of the school. All details have been simplified and classified; provision is made for recording all information worth obtaining and preserving; data regarding the customary school processes find a place; yet only a little time and labor will be required, and the operations of the school will be so tabulated as to set forth actual conditions correctly. Surely this is something as important to a school as it is to the great and small manufacturers in the commercial world, where simple, direct, and accurate methods of handling and recording important data of production are items for which hundreds of thousands of dollars are expended annually.

Perhaps it will be thought that some of the details mentioned, such as the checking up of absences and tardiness, ought to have no place in a vocational school. Many

## INTRODUCTION

years of experience in school and commercial work have proved it necessary, and of considerable value as an index to the character of the individual. Any one in charge of a school where he has no difficulty with absences or tardiness need not adopt the special forms designed for dealing with these troubles. Indeed, all the forms are offered merely as suggestions, which each school may use as a starting point in devising forms suited to its particular needs.



## II

### FORMS PROPOSED

**I**T is impossible, of course, in these pages to show the forms in the actual sizes required for most of them. For every form the preferred size and weight of stock for the card or sheet is stated. General uniformity in the dimensions of the cards and sheets is highly desirable in all records, but it should not be insisted upon at the expense of the results desired.

#### I. PUPIL'S RECORD FORMS

##### A. *Permanent Forms*

*Form No. 1. Combination matriculation and progress card  
(5" × 8"; light-weight card stock)*

[FRONT]

_____ SHOP COURSE	
PUPIL'S NAME _____	
RESIDENCE _____	
DATE OF BIRTH _____	AGE _____ YEARS _____ MONTHS
PLACE OF BIRTH _____	
PARENT OR GUARDIAN _____	
OCCUPATION OF GUARDIAN OR PARENT _____	
DATE OF ENTERING _____	FROM SCHOOL NO. _____
GRADUATED _____	COMPLETED GRADE _____
DATE OF LEAVING SCHOOL LAST ATTENDED _____	
REMARKS _____	
_____	
_____	
_____	
FORM NO. 1	

On the front of the matriculation card is recorded the history of the pupil prior to his entry to the school; this record determines his fitness to enter and his ability to

## FORMS PROPOSED

[BACK]

VOCATIONAL COURSE									
GRADE VII	YEAR				GRADE VIII	YEAR			
	1 <sup>ST</sup> HALF		2 <sup>ND</sup> HALF			1 <sup>ST</sup> HALF		2 <sup>ND</sup> HALF	
	MARK	DATE	MARK	DATE		MARK	DATE	MARK	DATE
ARITHMETIC					ARITHMETIC				
CITIZENSHIP					CITIZENSHIP				
DRAWING					DRAWING				
ENGLISH					ENGLISH				
GEOL. TEXTILES, ETC.					INDUSTRIES				
SHOP					SCIENCE				
					SHOP				
TARDY					TARDY				
ABSENT					ABSENT				

TRADE COURSE									
1 <sup>ST</sup> YEAR HIGH	YEAR				2 <sup>ND</sup> YEAR HIGH	YEAR			
	1 <sup>ST</sup> HALF		2 <sup>ND</sup> HALF			1 <sup>ST</sup> HALF		2 <sup>ND</sup> HALF	
	MARK	DATE	MARK	DATE		MARK	DATE	MARK	DATE
IND. MATH. A.L.G.					IND. MATH. GEOM.				
DRAWING					DRAWING				
ENGLISH					HISTORY				
SOC. ECON. IND.					SOC. ECON. IND.				
SCIENCE					SCIENCE				
SHOP					SHOP				
					ENGLISH				
TARDY					TARDY				
ABSENT					ABSENT				

undertake the kind of work he wishes to do. The card shows all the necessary facts in a clear and logical order. The shop course is placed at the top, where it may be quickly found; this detail is important, as pupils are usually classed according to their class subject. The reverse side of the card contains spaces for recording the grade of work performed in each subject, together with the attendance record for the entire period in which the pupil attends the school. The card is arranged for two courses of two years each, one called "vocational" and one "trade." The first is designed to parallel the work of the seventh and eighth grades, and the latter the work of the first two years of high school.

Thus, it may be noted, the one card contains all the necessary information regarding the history of the child before entering and while attending the school. By using the blank space labeled "Remarks" to record facts relating to work undertaken after leaving school, the entire history of the pupil is at once available. All schools should

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## RECORD FORMS FOR VOCATIONAL SCHOOLS

have this or a similar card in their files. It has been found advisable to file the cards of graduates separately from those of pupils who attended the school but who do not graduate.

*Form No. 2. Attendance record for year (5" x 8"; heavy-weight card)*

No. _____		ATTENDANCE RECORD FOR YEAR _____																																	
NAME _____		CLASS _____																																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	ABS.	DIS.	TOT.	PRE.
SEPT																																			
OCT																																			
NOV																																			
DEC																																			
JAN																																			
FEB																																			
MAR																																			
APR																																			
MAY																																			
JUNE																																			
JULY																																			
AUG																																			
TOTAL																																			
FORM NO. 2	P-PRESENT					A-ABSENT					T-TARDY					D-DISMISSED																			

All facts relating to attendance may be recorded on cards of this type, and the record may easily be made from day to day. The files contain only the cards of those who are attending the school, as others may be removed at any time. Each pupil's record is separate and distinct and may readily be seen at a glance. In some schools it is necessary to distinguish between pupils of certain ages; in such cases it has been found convenient to color the upper left corner with red ink as soon as the pupil reaches the demarcation age; this is an inexpensive and, at the same time, an efficient method of distinguishing.

## FORMS PROPOSED

*Form No. 3. Report cards (3½" × 6"; medium-weight card)*

[FRONT]

		TERMS			
		I	II	III	IV
	DAILY				
	EXAM.				
	DAILY				
	EXAM.				
	DAILY				
	EXAM.				
	DAILY				
	EXAM.				
BIOLOGY					
CIVICS					
DRAWING					
ENGLISH					
HISTORY					
INDUSTRIES					
MATHEMATICS					
SHOP					
PHYSICS					
ABSENT					
TAIDY					

*N.B. - THE GRADES A, B, C, D INDICATE RESPECTIVELY THAT THE PUPIL'S WORK IS EXCELLENT, GOOD, FAIR OR POOR, E INDICATES A FAILURE IN THE SUBJECT TO BE ALLOWED TO CONTINUE ANY PARTICULAR WORK WITH THE REGULAR CLASS. A PUPIL MUST MAINTAIN AN AVERAGE OF 'C' IN THE SUBJECT.*

*FORM 1948* *FORM 1944*

[BACK]

QR.	DATE	SIGNATURE OF PARENT OR GUARDIAN
1		
2		
3		
4		

*CO-OPERATION ON THE PART OF THE PARENTS IS A VERY IMPORTANT FACTOR IN THE SUCCESS OF EVERY PUPIL.*

This card is designed for the quarterly reports of the progress of the pupil. Provision is made for recording the quality of the work performed in all required shop and academic subjects; on the reverse side space is provided

## RECORD FORMS FOR VOCATIONAL SCHOOLS

for the signature of the parent. This signature is required each quarter and is not to be "dittoed," as some of our boys thought when they had a report they did not care to show at home.

There is nothing particularly distinctive about this form; it merely follows the lines of requirement and furnishes the information with the least possible expenditure of labor. Possibly, in a vocational school, marks ought to be expressed in terms of "satisfactory" or "unsatisfactory"; however that may be, we still find that the parents desire a more graded statement and this form has thus far proved sufficient, even if the records placed upon it have not always met with the approval of the pupils. The card is trimmed smaller in one dimension than those preceding; this is done so that it may fit into the regular No. 6 envelope without folding. It may be filed in the usual 4 × 6 card file.

*Form Nos. 4A-4G. Follow-up notices to parents for delinquencies (United States postal card; light weight)*

### *4A. Notification of absence*

-----19--
----- IS ABSENT FROM SCHOOL
<i>TO-DAY. KINDLY SEND ME A NOTE BY RETURN MAIL EXPLAINING THE REASON FOR THIS ABSENCE. REGULAR ATTENDANCE IS INDIS- PENSABLE TO A STUDENT'S SUCCESS.</i>
VERY TRULY YOURS
-----
PRINCIPAL
FORM NO 4-A

A regular United States postal card, with the form printed on the reverse side, is sent on the day that absence occurs.

**FORMS PROPOSED**

*4B. Notification that pupil is dropped from the rolls*

-----18-----

----- WAS DROPPED FROM THE ROLLS  
OF THIS SCHOOL FOR NON-ATTENDANCE. WILL YOU PLEASE INFORM ME OF THE  
REASON FOR THIS ABSENCE AND THE PROBABLE DATE OF RETURN TO SCHOOL?  
WE HOPE THAT ----- WILL BE ABLE TO RESUME WORK SOON  
THAT AS LITTLE TIME AS POSSIBLE MAY BE LOST.

VERY TRULY YOURS

-----  
PRINCIPAL

FORM NO 4B

This form enables the parent to know of a pupil's absence in case the postal card has gone astray. We know of many such helpful catastrophes.

*4C. Follow-up card for pupil dropped some time*

-----19-----

SOME TIME AGO-----  
WAS DROPPED FROM THE ROLLS BECAUSE OF-----  
-----  
WILL YOU KINDLY LET US KNOW IF CONDITIONS ARE NOW  
SUCH THAT WE MAY EXPECT AN EARLY RETURN?  
VERY TRULY YOURS

-----  
PRINCIPAL

FORM NO 4C

## RECORD FORMS FOR VOCATIONAL SCHOOLS

The follow-up card is self-explanatory; the time to send it must be determined by the school authorities.

### 4D. Card regarding home work

----- 19--
<i>IN ORDER TO COMPLETE THE PRESCRIBED COURSE OF STUDY IN THE TRADES SCHOOL, AT LEAST ONE HOUR OF HOME WORK IS NECESSARY EACH DAY.</i>
<i>WILL YOU KINDLY HELP BY ENCOURAGING----- TO PREPARE THE ASSIGNED WORK?</i>
<i>VERY TRULY YOURS</i>
-----
<i>PRINCIPAL</i>
<i>FORM NO 4-D</i>

It would seem that home work need not be required in a school of this character. Perhaps at some future time we may be able to have each pupil complete all his work in school, as most workers now do in their business. After they have completed their appointed tasks for the day, the pupils could then utilize their time in other ways, just as happens in commercial life. Our school day is not now long enough, however, to permit all the duties to be performed in the school building; furthermore, the majority of parents are imbued with the traditions of their school training and feel that something is lacking in a school that does not require home work.

### 4E. A "get-together" card

It is understood that a school always has its doors open for the admission of parents and friends of the pupils; every day is, or should be, an exhibition day. Yet it

## FORMS PROPOSED

-----19-----  
THE TEACHERS WILL BE PLEASED TO HAVE YOU VISIT THEIR  
CLASSES AT SUCH TIME AS MAY BE CONVENIENT TO YOU. THE  
SCHOOL IS IN SESSION EACH WEEK DAY FROM 8.30 A.M. TO 3.30 P.M.  
WE BELIEVE YOU WILL BE INTERESTED IN THE WORK AND  
ALSO THAT YOU MAY BE ABLE TO HELP US IN ASSISTING -----  
TO A GREATER EXTENT THAN WE HAVE IN THE PAST.  
VERY TRULY YOURS  
-----  
PRINCIPAL

FORM NO 4-E

must be recognized that few parents will visit the school without a special invitation. This card is designed more especially for the parents of those pupils who are backward in their studies or forward in their conduct.

### 4F. Unruly-pupil card

-----19-----  
THE TEACHERS OF THE TRADES SCHOOL REPORT THAT -----  
----- IS NOT CONDUCTING HIMSELF AS THE RULES REQUIRE. IN  
ORDER THAT THIS MATTER MAY BE ADJUSTED BEFORE IT BECOMES  
SERIOUS, WE SUGGEST THAT YOU VISIT THE SCHOOL AND ASSIST  
US IN DETERMINING THE CORRECTIVE FOR THE BENEFIT OF -----  
-----  
VERY TRULY YOURS  
-----  
PRINCIPAL

FORM NO 4-F

A very convenient card to have on hand, and one found to produce pretty fair results.



**RECORD FORMS FOR VOCATIONAL SCHOOLS**

*4G. Misfit card*

-----18-----

WE REGRET TO INFORM YOU THAT FROM OBSERVATION OF  
THE APPLICATION AND CONDUCT OF-----IN THIS SCHOOL,  
WE BELIEVE IT WOULD BE FOR ----- BEST INTERESTS NOT TO RETURN  
HERE,

SHOULD YOU DECIDE TO HAVE-----CONTINUE, CONSULT  
US AT YOUR EARLIEST CONVENIENCE.

VERY TRULY YOURS

-----  
PRINCIPAL

FORM NO 4-8

Usually the rules of the board of education do not permit the suspension or expulsion of pupils by the principal or instructors, and in such cases this card proves very helpful. Few parents are willing to have their children waste time in pursuing a line of study for which they are not fitted.

**FORMS PROPOSED**

*Form No. 5. Annual letter to alumni (letterhead paper of the school)*

---

.....19...

Dear Sir:

We are now preparing our Annual Report and Catalogue and will appreciate the favor if you will fill in the blank spaces below and return this letter to us at once. Your prompt attention will help your school and your teachers.

You have our assurance that any personal information will be treated as strictly confidential.

Name.....Class year.....

Mailing address.....

Kind of position held (machinist, draughtsman, clerk, etc.) ...

Employed by.....

Kind of business.....

Address.....

How long employed.....Weekly salary .....

Other information you may think of interest.....

.....

From your experience, what part of your school work is most valuable to you?.....

Can you suggest any way for the improvement of the school work?.....

.....

.....

Cordially yours

**FORM 5**

---

The uses of this letter are manifold. It helps to keep in touch with the pupils after they take up business life, to note their progress, and upon occasion to render some assistance to them in their battle for preferment in the industrial world. Sometimes very good suggestions are received relative to the comparative values of the several elements entering into vocational school training.

**RECORD FORMS FOR VOCATIONAL SCHOOLS**

*B. Temporary Forms*

*Form No. 6. Class forms (miscellaneous)*

*6A. Tardy pass (3" x 5"; medium-weight paper)*

---

**TARDY PASS**

..... 19...

To the teacher:

*State reasons for tardiness*

.....  
.....  
.....  
.....

.....Pupil

Pupils who are tardy must not be admitted without a ticket. If stamped "Not approved" the pupil is to be detained 30 minutes at the close of the afternoon session.

**FORM 6A**

---

This form is designed to check and record tardiness, and to assist in the preparation of the monthly statement to the superintendent relating to pupils under the age of sixteen.



**RECORD FORMS FOR VOCATIONAL SCHOOLS**

6C. *For changes in pupils' program (2" x 3½"; light-weight card)*

<b>ROOMS.....</b>					
<hr/>					
<b>Dropped</b>					
<b>New pupil</b>					
<b>Returned</b> <b>MON.</b> <b>TUES.</b> <b>WED.</b> <b>THURS.</b> <b>FRI.</b>					
<b>Left</b>					
<b>Transferred</b>					

This card apprises instructors of any change in the pupils' program; it is very convenient for instructors.

*Form No. 7. Loss or breakage notice (letterhead paper)*

We have found a form of the kind shown on the opposite page to be needed occasionally. The moral effect is usually sufficient.

**FORMS PROPOSED**

.....19...

M.....

.....

Dear .....

Attached below is a bill for the ..... of school equipment which we find, after careful investigation, that your son is responsible for. No charge is presented if the loss or breakage is not the fault of a pupil. Prompt payment is requested so that we may apply the money to make the necessary replacement.

.....

Principal

---

.....19...

M.....

.....

To.....**BOARD OF EDUCATION, Dr.**

Care Principal of ..... School

---

--	--	--	--

## RECORD FORMS FOR VOCATIONAL SCHOOLS

*Form No. 7a. Letter to secure work for pupils outside of school hours (commercial letter paper)*

---

### ODD JOBS CLUB

Telephone 000, Board of Education Office  
Ask for Odd Jobs Club

DEAR SIR OR MADAM:

Doubtless many times you have desired the services of a boy or girl for a short period of time and you have been at a loss to know where to apply for some one to do the work which you wished performed.

Our club has several boys and girls who would be very glad to work for you after school hours and on Saturdays. We charge at the rate of . . . cents an hour if employed for three or more consecutive hours or . . . cents an hour if employed for less than three. Estimates will be given on request.

Here are some of the kinds of work that we should like to do:

#### GIRLS

Caring for small children  
Plain sewing; hemstitching; embroidering initials  
Household duties  
Attending to telephone calls

#### BOYS

Cleaning cellars  
Running errands  
Attending to lawns  
Shoveling snow  
Working in a store  
Attending to telephone calls  
Carrying luncheons  
Attending furnaces  
Washing and cleaning automobiles

*We can do other things: please ask us about them.*

Very truly yours,

ODD JOBS CLUB

P.S. Only capable, trustworthy boys and girls are permitted to join this club. As there are no dues or other charges, all that you pay us belongs to us and thus aids us in helping our parents.

FORM 7A

## FORMS PROPOSED

This is somewhat of a departure from the traditional line of school work, but one trades school has found it to be of considerable value. The club is under the direction of the school, though the name of the school is not used.

*Form No. 8. Memorandum receipt for tools (3" x 5"; light-weight card)*

-----#-----					
DELIVER FOLLOWING TOOLS FOR USE IN ----- DEPARTMENT -----					
QUANTITY	KIND	DELIV- ERED	RETD	NOT RETD	EXPLANATION
-----					
FORM NO 8					

This form is for requisitioning from the tool room tools that are to be returned nightly or upon completion of the job for which they are used.

When the card is presented to the person in charge of the tool room, the tools are issued and checked in the "Delivered" column; the card is held in the tool room until the tools are returned, when they are checked in the "Returned" column. If tools requisitioned are broken or lost in operation, a memorandum noting the fact should accompany the tools returned; from this memorandum the tool room custodian makes his notation in the column provided. After entry is made in the shop inventory record, the card is forwarded to the school



## RECORD FORMS FOR VOCATIONAL SCHOOLS

office in order that a charge may be made for lost or destroyed tools. If all tools are returned as listed, the items are checked off and the card is returned to the pupil, who may then destroy it, as it has served its purpose.

In some shops tools are borrowed on a brass check system. This plan works well when the shop is large, a regular man is employed in the tool room, and all checks are kept in the tool room. When pupils carry their own checks, confusion occurs because of lost or borrowed checks.

### II. INSTRUCTOR'S RECORD

*Form No. 9. Instructor's record (4" x 6"; light-weight card)*

[FRONT]

<i>TEACHER'S RECORD</i>	
NAME _____	_____ IS _____
ADDRESS _____	_____
AGE _____	EDUCATION _____
_____	DEGREES _____
LICENSES _____	_____
PERSONALITY _____	_____
MEMBER OF EDUCATIONAL SOCIETIES _____	_____
SUBSCRIBES FOR _____	_____
WRITINGS OR OTHER _____	_____
EDUCATIONAL PERFORMANCES _____	_____
SALARY _____	_____
FORM NO. 9	



## RECORD FORMS FOR VOCATIONAL SCHOOLS

the essential requirements of the school before the financial agents in a way which insures careful consideration.

The budget should be classified as to materials, supplies, expense, new tools and equipment, repairs or replacement of tools and equipment, etc.; the expenditure under each caption should give the comparison with the disbursements for the same class for the previous year, and the number of pupils registered in each term should be stated.

*Form No. 11. Official requisition (5" x 7"; medium-weight paper)*

REQUISITION FOR MATERIAL AND SUPPLIES	
_____ 19____	
No. _____	
DEPARTMENT OF EDUCATION	
-----	
THE FOLLOWING GOODS ARE REQUIRED FOR USE IN THE _____	
----- DEPARTMENT AT SCHOOL NO. _____	
QUANTITY	DESCRIPTION
NEEDED BY _____	
----- STOCK REPAIR -----	

The official requisition is a triplicate form; the original (white copy) and the triplicate (yellow copy) are exactly alike; while on the duplicate (pink copy) "received" is substituted for "are required," thus converting the form into an acknowledgment of goods delivered.

Some schools use a different-colored blank for each department. This method is open to objection not only from the standpoint of economy but also from that of efficiency. There are many such schemes, but the

who copies it on such forms as have been adopted by that

RECORD FORMS FOR VOCATIONAL SCHOOLS

efficiency. There are many such schemes, but the

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## FORMS PROPOSED

majority of them condemn themselves when the blanks of one department are out and those of another department are used temporarily; some one is depended upon to remember to make the necessary change in distribution at the proper time, and that same "some one" will be so busy that the matter is entirely overlooked, with confusion as the result. No method that presents such liability of error should be adopted by school or business managements.

When the stock keeper receives requisitions from the instructors for materials, supplies, etc., which are not in stock, or when his usual stock is running below the minimum deemed advisable to carry, he will make out this requisition (Form No. 11) and forward the original to the purchasing agent of the department of education; the duplicate is placed in an "Open Order" file to await the delivery of the goods; the triplicate, not being perforated to tear out, remains in the book and forms a permanent chronological and numerical file of all materials and supplies ordered.

When the goods are received, the stock keeper checks them by the duplicate for quantity and specifications, and if they are correct, dates and signs the duplicate and sends it to the office. The office compares the invoice with this record of goods received, enters the cost on the record, and files it in a "Filled Purchase Order" file indexed by commodity or shop; the shop index is preferable because of its convenience in keeping together all matters relating to the individual shop.

Before being approved and returned for payment, the invoice is entered in the register of materials, supplies, expense, etc., and distributed under its proper classification.

The original, or outside purchasing order, is used by the purchasing agent of the department of education, who copies it on such forms as have been adopted by that

## RECORD FORMS FOR VOCATIONAL SCHOOLS

body; this eliminates the necessity of having an order form in the school system. Where a school handles its own buying and financing, an order form is needed, and for the benefit of such schools a few suggestions on its use are submitted. The form is usually in triplicate and is handled as follows:

- (1) Original: Constitutes an order on some firm or individual for the delivery of such goods as may be required. It contains in detail the specifications of the requirements, the quantity, unit price, amount, terms, delivery date, f.o.b. point, etc.
- (2) Duplicate: An exact copy, in all respects, of the original is filed in an "Open Order" file arranged alphabetically by firm names. This file is kept in the purchasing department.
- (3) Triplicate: An exact copy of the original, except that the unit price and amount are dropped, usually accomplished by the use of a short carbon. This is sent to the receiving department to await the arrival of the goods; when the materials ordered are received, the receiving clerk checks them by his copy of the order and signs and returns the order to the purchasing department, where it is filed with the duplicate until the invoice is received. Upon receipt the invoice is compared as to prices, quantities, terms, quality, etc., with the order, the distribution is marked on it, and it is approved and sent to the accounting department for their record. The duplicate and triplicate purchasing orders are filed in a "Filled Order" file, arranged, like the "Open Order" file, alphabetically by firms' names.

## FORMS PROPOSED

*Form No. 12. Requisition on stock room (5" × 7"; medium-weight paper)*

STOCK ROOM REQUISITION			No. _____	
SHOP _____			19__	
STOCK NO.	QUANTITY	DESCRIPTION	FOR OFFICE USE ONLY	
			②	AMOUNT

FOR JOB NO. \_\_\_\_\_

NAME \_\_\_\_\_ INSTRUCTOR

FORM NO. 12

The form is made in triplicate; the first two copies are perforated down the side to tear out; the triplicate remains in the book and forms a permanent record for the instructor. In filling out the form the instructor gives all necessary information and signs the requisition. If the materials, supplies, etc., are not to be used upon some special job, but are to be used for "exercise work" by the students, the requisition should be so marked; if it is for tools or other expendable part of the plant, the requisition should so state and if possible give the reason for requesting, as for new equipment or to replace broken or worn-out tools, etc.

The original (white) is sent to the stock keeper, and the materials, supplies, etc., are issued by him as called for on the requisition. The stock keeper uses this copy in entering the items on his stock record, then files it in a box file, by shops. The duplicate (pink) is filed in the work envelope of the job on which the material is to be used.





**FORMS PROPOSED**

---

and supply account and transferred as a charge against

## RECORD FORMS FOR VOCATIONAL SCHOOLS

the departments from the filled requisitions signed by the instructors.

Should a school have a number of interrelating departments using the same material, and the facilities for a general stock room, the arrangement of the columns may be by commodity rather than by department and the departmental charges made from the departmental requisitions periodically, through the use of a departmental distribution sheet crediting the general stock and charging the department consuming.

The materials, etc., consumed on jobs will automatically be credited from the requisitions and work envelope. A very complete record of the operations of the school may be compiled, if so desired, by opening a small ledger and posting the columnar totals to representative accounts, doing the same with the "Disposition of Products" sheet, and applying the "Inventories" of stock, etc., on hand at a given date. This summarizing may be made at any stated interval determined by those in authority.

The "Miscellaneous" column is for the entry of such items as new equipment, plant, building or grounds expenditures, and others not covered by the columnar distribution. It may also include items that require distribution among several departments at the close of the school year, or other stated time.

*Form No. 16. Stock records (8½" × 11"; medium-weight paper)*

No special size of blank is recommended for the stock record form; the size should be governed entirely by the needs of the school. The blank, however, should be of the smallest dimensions possible to use and get the results desired. For most school work a sheet 7" × 11" or 8½" ×



## RECORD FORMS FOR VOCATIONAL SCHOOLS

11" will be found sufficiently large for all requirements. It may be made a one-side or a two-side form.

The form should be punched at the left margin, and filed in a ring binder indexed by commodity rather than by shops; for it is by commodity that a stock room is maintained and not by shops. Space is provided for the name, trade name, size, minimum amount deemed advisable to carry in stock, location, and such other data as may be of value to the stock keeper. Space is provided for entering the date of purchase, from whom purchased, the quantity, the unit price and money value of the article. Thus the form furnishes a complete record of the purchases of each commodity and indicates the dealer who allows the best prices. Giving the trade names is deemed advisable because articles are more commonly known by these than by their real names, and because many classes of articles are subdivided into several classifications; for example, we may buy grain alcohol, denatured alcohol, and wood alcohol, classes which are further subdivided by varying percentages of water.

Other columns show the amount issued on requisition and the amount and value of the supply on hand at any time. The form may be used in a main stock room, in individual shops, or in the office of a system of schools, and the results will be sure to prove satisfactory. So little work is required to keep it up to date that it is hardly probable that instructors would object to its use. Finally, it is so simple that mistakes are not easily made. The arrangement is such that the record continues indefinitely without repeating the descriptive matter.

The stock used may also be traced by checking out the materials reported used on the work envelopes and on the requisitions for exercise materials, etc., and comparing the results with the stock record.





## FORMS PROPOSED

Where repair or replacement work is performed by the shops, regular estimates should be made out as prescribed for new work; the department should confirm the repair order, and the work, when performed, should be credited to the shops as a part of their output; the charge goes through the records as a part of the cost of maintenance, in the same way as though the work had been done by outside workmen.

*Form No. 19. Order forms (7" × 8½")*

[FRONT]

	NAME ----- ADDRESS -----	JOB NO	<input style="width: 50px; height: 15px;" type="text"/>
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
SHIP TO ----- FORM NO 19			

The number of copies contained in this set of forms is governed by the number of departments through which the job is to pass.

The original should be of twenty-pound folio stock; the other copies, with the exception of the work envelope, may be of unglazed onion-skin or any stock not heavier than thirteen-pound folio. All copies may be on white paper, and the work envelope may be of manila or tag stock. The set may be made on a roller platen billing



## RECORD FORMS FOR VOCATIONAL SCHOOLS

machine, but is most satisfactorily handled on a flat-bed machine, such as is manufactured by the Elliott-Fisher Company.

- (1) **Original (office copy):** Filed in sectional post binder arranged alphabetically. This sheet has the words "Office Copy" printed in the upper right corner. When the job is completed and shipped, the date, quantity, etc., are entered upon the reverse side. If partial deliveries are made, each delivery is so marked. After complete delivery has been made, the copy is removed from the binder, used for the necessary entry through the "Disposition of Production Register," then filed in a "Completed Order" binder arranged alphabetically.
- (2) **Duplicate (order register copy):** Filed in a binder labeled "Order Register"; this binder, arranged numerically, forms a permanent record of all orders and a check against the loss of any order number. The words "Order Register" are printed in the upper right corner.
- (3) **Triplicate (acknowledgment):** An acknowledgment of the order, to be sent to the department ordering. "To" is substituted for "Name"; below the line for the address the following is inserted: "Dear Sirs: We acknowledge receipt of your order, as follows." The words "To be shipped to" are substituted for "Ship to," and "Very truly yours" is added at the foot of the sheet.
- (4) **Quadruplicate (department or shop orders):** One to be made out for each shop through which the job is to pass; sent to the instructors, who file the orders in a holder or a binder. This

## FORMS PROPOSED

form keeps the instructors advised of work planned for their shops and enables them to prepare for the proper and efficient handling of the job. When the work in each shop is completed, the instructor dates and signs the sheet, places it in the work envelope, and forwards it to the next shop or, if all work is finished, to the office for permanent record. In the upper right corner is printed "..... Shop"; in the lower left corner, "Work completed....."; and in the lower right corner, "....., Instructor."

- (5) Quintuplicate (work envelope): This copy follows work through the shops; all requisitions, time cards, special-instruction slips, etc., relating to the job are inclosed in it. After the work is done and the product is ready for delivery, the envelope with its contents is forwarded to the office, where the record of cost is compiled. This sheet has "Work Order" in the upper right corner, and the following printed vertically in the left margin:

1. Requisition for material	Form 00
2. Time cards of workmen	Form 00
3. Special instructions	Form 00
4. Follow-up cards	Form 00
5. Department orders	Form 00

Each instructor should enter, in the spaces provided on the reverse side of the envelope, the record of materials, labor, etc., from his shop. This record must agree with the details on the requisitions, time cards, etc., filed in the envelope. The work envelope is filed numerically. It is made a little larger than the sheets of the form. Short carbons terminating at the left margin of the "Unit





## RECORD FORMS FOR VOCATIONAL SCHOOLS

work performed by pupils. The instructor, upon the completion of work on each job, enters the time expended, as shown by the cards, at the rating in money per hour, in the space provided on the work envelope; he enters also the amount of materials requisitioned by him for the job, incloses the cards, etc., in the envelope, and forwards all the data to the office. After the cost is verified the time cards may be filed in a separate file arranged by students, thus forming a complete and accurate record of the amount and value of work performed by the individual student.

Some schools and shops are prone to use cards of various tints to designate the several shops. This method is disapproved of for the reasons stated in the discussion of other forms (page 28).

*Form No. 21. Special instruction notices (5" x 7"; medium-weight paper)*

	----- 19-----
	SHOP-----INSTRUCTOR
	JOB NAME-----NO-----
	THE FOLLOWING SPECIAL INSTRUCTIONS APPLY TO WORK TO BE PERFORMED IN YOUR DEPARTMENT:
	-----
	-----
	-----
	-----
	-----
	-----
	-----
FORM NO. 21	AUTHORIZED BY-----

This is a manifold book form. The original is to be sent to the department instructor for his information and

## FORMS PROPOSED

to be inclosed by him in the work envelope; the duplicate remains in the book for permanent record in the office. Special instructions should be issued only by some person in authority and should bear that person's signature.

*Form No. 22. Disposition of product (14" × 15½"; medium-weight paper)*

DISPOSITION OF PRODUCT FOR THE _____ MONTH ENDING _____ 19__											
			UNIT PRICE	TOTAL AMOUNT							

FORM NO. 22
FORWARDED \_\_\_\_\_

Entries are made on this form from the office order copy of Form No. 19, after shipment has been made or the repairs approved have been completed. Invoices in duplicate, Form No. 23, are used in conjunction with this record and are made out at the same time. The register is a copy of the invoices to and including the "Amount" column. Entering the disposal of all products upon this record furnishes a ready and complete record and reference of the work of the school, and by posting the totals, at stated intervals, to accounts in a small ledger, as heretofore mentioned (page 34), a very comprehensive statement of the operations of the school may be had.

## RECORD FORMS FOR VOCATIONAL SCHOOLS

The form is similar to the sales distribution journal used in commercial houses. The columns following the "Amount" column are for distribution by shops; this distribution is not to be posted to ledger accounts, since it is sufficient in itself for statement of other purposes and the distribution will always equal the amount posted from the "Amount" column. Where the work passes through two or more shops, it is usual to distribute the credit on the basis of the total productive labor performed by each shop. The form is a loose leaf, printed the same on both sides and paged consecutively like a bound book. Each sheet when filled is filed in a binder — sectional, post, or ring; sheets should always be punched with solid holes and the binder marked with posts to the right, to bring the marking on the side from which the filing is done.

When the sheets are filed they form a regular bound-book record of the shops' products. Slot-hole punching on forms of this kind is very undesirable. The form may be used on a wide-carriage roller-platen typewriter or a flat-bed machine, preferably the latter.

Should an analysis by shops not be desired, the form may be discontinued at the right margin of the "Amount" column; it will then fit the carriage of any ordinary correspondence typewriter.

### *Form No. 23. Invoices (5" × 8"; medium-weight paper)*

The invoice form, made in duplicate or with such other number of copies as requirements may warrant, is used in connection with the register of the disposition of product. The form is 5" × 8", and all copies are perforated down the left side to tear out 5" × 6½". Both copies are sent to the department of education office, which

**FORMS PROPOSED**

	DATE _____	OUR ORDER NO. _____		
	TO _____	YOUR ORDER NO. _____		
	ADDRESS _____			
	SHIPPED TO _____			
	VIA _____			
QUANTITY	DESCRIPTION	UNIT PRICE	DETAIL	AMOUNT
FORM NO. 22				

charges the branch or department for which the work was done and credits the vocational school.

*Form No. 24. Follow-up card for orders (4" x 6"; light-weight card)*

_____ NO. _____ TO INSTRUCTORS:- PLEASE REPORT AT ONCE ON STATUS OF WORK ON JOB _____ NO. _____			
SHOP	FINISHED	REPORT PROGRESS IF UNFINISHED	INSTRUCTOR
FORM NO. 24      NOTE - INSTRUCTOR MUST SIGN PERSONALLY			

A follow-up card is issued on rush orders or where there has apparently been an unusual delay in the completion



## RECORD FORMS FOR VOCATIONAL SCHOOLS

of a job. A distinctive tint is used for the card, such as lemon, salmon, etc., in order to catch the eye of those through whose hands it is to pass. Instructors are required to furnish promptly the information requested on the card and to see that the card is returned to the office with the least possible delay. Such cards form a part of the correspondence files in the general office.

*Form No. 25. Patterns and castings (3" × 5"; heavy-weight card)*

SYMBOL		PART	WT. OF CASTING		LBS.
MATERIAL		CORE BOX	DRAWING MADE		
WOOD	METAL		YES	NO	
DESCRIPTION					

This form is made out in triplicate; one copy is for the drawing room, one for the pattern shop, and one for the machine shop. A cross-sectioned space is provided for a miniature sketch of the article, which, together with the name and number, helps to locate it at once. As the same number is used to designate drawing, casting, and pattern, there is no confusion in terms. Provision is also made for noting other desirable information, such as the weight of the casting.

In the machine shop, where the instructor in charge directs the ordering of castings, there are two filing



## RECORD FORMS FOR VOCATIONAL SCHOOLS

### VI. POWER-PLANT RECORD

*Form No. 27 (see insert). Power-plant report (11" × 14"; medium-weight paper)*

The daily report of the power plant gives a positive check on all factors connected with the operation of that plant; the authorities can tell at any time just what has occurred or is occurring. The data relate to the amount of coal, water, oil, and other articles consumed; the amount of steam generated; and the amount of electricity used in each department for lighting or power.

As many schools are provided with a "breakdown" service, so that the operation of the shops is possible regardless of time, provision is made to record the amount of outside current used. Details regarding each machine, time when students start and end their duties, and weather conditions outside, all find their places on this form. The form is a loose leaf, punched with a solid hole for filing chronologically in a sectional post binder.

The keeping of this form develops in the pupils an appreciation of systematic work and observation, for the chart is a part of their regular work. Evidence of all this may be seen in the methods and manners of pupils who undertake work in the power plant as well as in the condition of the plant itself.

### VII. COST AND PRODUCTION RECORD

*Form No. 28. Comparative cost and production card (4" × 6"; light-weight card)*

This form is used as a ready reference for the director of the school or other persons who may be entitled to receive such information. It contains the annual summary of production for five years by shops; the number of students in each class; the total expenditures for the

**FORMS PROPOSED**

[FRONT]

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## **RECORD FORMS FOR VOCATIONAL SCHOOLS**

### **VIII. FORMS FOR REPORTS REQUIRED OF THE SCHOOL**

The forms for city, state, and federal government reports are supplied by the respective authorities; hence we are concerned only with collecting and tabulating the required data for submitting at the proper time. The desirability of making a revision of these forms with the idea of having them more nearly uniform has already been mentioned (page 6), and the suggestion is here repeated in the hope that something may sometime be done to bring about the desired change. However that may be, it will be found that practically all the information required for these reports is contained in the forms already listed and described, or else in the weekly and monthly report forms usually required by the city authorities.

### III

#### CONCLUSION

**E**NOUGH forms have been presented in this monograph to carry on practically all the usual work of vocational schools. Special forms may be added to care for specific requirements; and some forms may be dropped if found to be unnecessary. For instance, where a print shop is located within the school, it will be necessary to add a few forms to cover operations that are distinctive to that business.

We have dealt with vocational schools operated entirely under department of education rules and regulations which direct that the entire commercial product be absorbed within the school system and no orders accepted from outside sources. It is true we have taken a few side tours in order to show comparative uses under other methods, but we have not attempted to cover the general field of vocational school operation. No records have been submitted for the handling of cash, credits, customers, creditors, etc. Such forms are governed by the specific conditions and should be auxiliary to the shop requirements, not the reverse.

To any one interested in the question of schools entering the commercial field in competitive production, the work done in the Philippines offers an interesting and instructive example. There the federal government has installed, under the supervision of the Director of Education of the Philippine Islands, an elaborate system for operating a vocational school which sells its product in the open market and in which the students draw pay for the work performed. The author secured copies of the school forms by direct application to the Superintendent of the Philippine School of Arts and Trades, Manila, P. I.;

## RECORD FORMS FOR VOCATIONAL SCHOOLS

doubtless the forms would be sent to any one interested enough to apply for them.

For the school which, whether maintained by private capital or by public funds, handles its own finances and markets the product from its shops, careful control should be established over operating details and an intelligent chart of accounts provided, after a careful study of the plan of operation, its scope, and the object of those responsible for the successful operation and maintenance of the school.

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## Book Notices



The first five volumes in the  
**School Efficiency Monographs**

*A series of constructive educational books of handy size  
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